

HEALTH and SAFETY POLICY

YOUNG MASTERS VISUAL ARTS SCHOOL CHARITY

Young Masters Visual Arts School works towards upholding a comprehensive Health and Safety Policy that abides by the Health and Safety at Work Act. This ensures the safety of all staff, volunteers, visitors and children.

Staff and volunteers have a duty to:

- Work safely and efficiently in a way that does not risk anybody's health or safety.
- Work to the rules set out by Young Masters.
- Record all accidents or near misses in the accident book, which should be present at all times, and report these in the subsequent meeting.
- "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions" (Section 8, Health and Safety at Work).

The responsibility for Health and Safety within the organisation ultimately lies with the board of trustees. There should be an appointed person whose responsibility it is to draw attention to any matters to be reviewed or discussed.

Delegated Health and Safety Officer

The delegated person for Young Masters is Gemma Hobbs

In particular their duties include, but are not exclusive to:

- Carrying out regular safety inspections in the premises utilised by Young Masters.
- Ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, artwork, stationery, and so on.
- Ensuring that the general fabric of the workplace is maintained.
- Investigating and reporting accidents.
- Ensuring that a health and safety workplace poster on health and safety law is displayed.
- Making staff and volunteers aware of the specific fire escapes and fire extinguishers within the building.
- Ensuring staff and volunteers are given a copy of this policy and understand its contents.
- Ensuring that staff and volunteers are made familiar with the alarm systems within the building and the action to be taken in the event of a fire.
- Drawing to the attention of the trustee board and staff any new legislation on health

and safety relevant to the work of Young Masters Visual Arts School

- Drawing to the trustee board's attention any matters that they have been unable to deal with.

The Health and Safety Officer will ensure that this policy is continually upheld and reviewed, and an annual review will be signed off after appraisal.

Staff and Volunteers

All staff and volunteers have a duty to read this policy and be familiar with its contents. Staff and volunteers should co-operate in order to provide a consistently safe working and teaching environment. All incidents should be recorded and reported to the Health and Safety Officer within 24 hours of occurrence. Any potentially dangerous circumstances that cannot be solved should be brought forward for discussion.

Recording an Accident

All accidents and near misses should be recorded in the accident book, which is located in the upstairs near the mezzanine level, in a red folder. The accident sheet should be removed once complete and filed into the personnel file. The HSO is then responsible for taking follow-up action to ensure that the accident does not re-occur.

Any incidents that would come within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported by the HSO to the Environmental Health Department.

RIDDOR covers the following incidents:

- Fatal accidents
- Major injury accidents/conditions
- Dangerous occurrences
- Accidents causing more than three days' incapacity for work
- Certain work-related diseases

Fire Safety

Please see individual Fire Safety Plans and risk assessments for each site. The HSO should hold a Fire Certificate for the building(s) in use, and regular fire tests and drills should be upheld.

Personal Safety:

- Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment
- All windows and entry doors will be lockable
- Staff who are going to be away on business on behalf of Young Masters should make it clear to other staff where they will be, how long for and how they can be contacted.
- Staff should inform Human Resources who they wish to be contacted in the event of an emergency, giving contact details.
- Staff who carry money for Young Masters have the right to be accompanied by another person. Visits to the bank should not be at a regular time.
- Staff should not put themselves at risk on account of Young Masters property
- All incidents of aggression or violence and any threat to personal safety should be reported to the HSO and recorded in the accident book
- Staff should be vigilant with regards to terrorist incident warnings - for example unattended bags

Stress Management

Stress at work is a major issue which should be met with corresponding care. Stress and related illnesses can cause an inability to work, or underperformance at work. This should be understood, and courses of help and support should be sought. The responsibility for reducing stress at work lies with both the employer and the employee. Employees should be aware of causes of stress and should seek not to place excess stress on themselves or other members of staff/ volunteers. If an employee is suffering from stress, they should talk to their line manager or the HSO about their issues. Where possible, Young Masters is dedicated to alleviating stress from work and ensuring employees are contented in their work life.

This Policy was adopted on: June 2018.

Policy to be reviewed: June 2019